

## **LIS 112 BASIC SKILLS FOR LIBRARY AND INFORMATION SCIENCE**

### **CATALOGUES**

This is a register that contains all the bibliographic details of the resources in the library. They are arranged by author, subject, and title.

The elements of cataloging are bibliographic description, subject analysis or assigning subject headings, and assignment of classification number or notation. Cataloging is an important aspect of a library particularly on accessing the library collection.

#### **Skills needed**

Search the catalogue using keywords and subject headings. You should also know how to narrow your search results library's policies and procedures, including how to renew and return items. Another skill is using the library's classification system to browse for materials by subject.

### **ABSTRACT**

Abstracts provide a summary and preview of an academic work, such an article, research proposal, or conference presentation. Abstracts are the first part of an article that readers will see: They set expectations and help readers understand what will come next. It serves two main purposes: To help potential readers determine the relevance of your paper for their own research. To communicate your key findings to those who don't have time to read the whole paper

“An abstract as a brief but accurate representation of the contents of a document”

#### **Skills Needed**

1. identify the important information in an abstract.
2. You should be able to quickly scan the abstract to find the main idea, key concepts, and important findings.
3. It's also helpful to know how to determine if the abstract is relevant to your research topic.
4. And finally, you should know how to evaluate the quality of the abstract, by checking for things like bias or logical flaws.

### **INDEX**

An index is an alphabetical and detailed listing of topics in a document with a corresponding page number listed alongside. It is usually listed at the end of long document.

#### **Skills Needed**

First, you should know how to identify the most relevant index for your topic.

You should also be able to use the index to quickly find the information you need.

And finally, you should be able to evaluate the quality of the information you find in the index.

You should have the knowledge of reverse indexing-This is a technique for finding information that isn't listed directly in the index. For example, if you're looking for information on "coffee," but don't see it listed, you could try looking for "tea," which may be listed in the index. From there, you can use the index to find related topics, such as "caffeine

**BIBLIOGRAPHIES** A bibliography is a list of works on a subject or by an author that were used or consulted to write a research paper, book or article. It can also be referred to as a list of works cited. It is usually found at the end of a book, article or research paper.

### **Skills Needed**

1. You'll need to know how to identify and use the different types of bibliographies. There are three main types: general bibliographies, subject bibliographies, and author bibliographies. General bibliographies list sources on a wide range of topics, while subject bibliographies focus on a specific topic. Author bibliographies list all of the works by a specific author.

2. You should also know how to use bibliographies to find other sources on a topic.

**3. Understanding Bibliographic Formats:** This involves knowing how to properly format and cite your sources by familiarizing yourself with different bibliographic formats, such as APA, MLA, Chicago, and Harvard styles. Understand the conventions and guidelines for formatting citations, references, and bibliographies in each style.

4. Ability to evaluate the sources you find.

5. Knowledge of Bibliographic Databases: Gain expertise in using bibliographic databases and library catalogs to search for scholarly literature, books, journals, and other resources. Understand how to navigate search interfaces, refine search results, and access full-text content through bibliographic databases.

6. Ability know how to use the library's databases to find the citation information for your sources.

7. Ability to use reference management software such as zotero, mendeley to keep track of your sources and generate a bibliography.

## **BOOKS**

### **Skills**

There are several skills that can be helpful for using books in the library.

1. **Reading Comprehension:** The ability to understand and interpret the content of the book is crucial. This includes grasping the main ideas, identifying key themes, and understanding the author's arguments or narrative.
2. Knowing how to use the library catalog to find the right book.

3. You should know how to use the library's call number system to find a specific book.
4. Knowing how to find relevant information within a book, such as by using the table of contents, the index, or the glossary.
5. And finally, you should know how to cite a book properly in your own work.
6. Learn how to locate specific information within a book efficiently. Use techniques such as skimming, scanning, and using the table of contents, index, or chapter headings to find relevant sections or chapters.

## **DATABASES**

A library database is a searchable electronic index of published, reliable resources. Databases provide access to a wealth of useful research materials from academic journals, newspapers, and magazines. Some databases also include e-books, relevant Web resources, and various multimedia.

## **SKILLS**

Using databases in the library requires a few different skills.

1. First, you need to know how to search the databases effectively, using keywords and Boolean operators.

First, when searching a database, you should start by thinking of some keywords that relate to your topic. Then, you can use those keywords to search the database, using a tool like the Advanced Search feature. Once you have your results, you can narrow them down using the filters provided. Let's say you're researching the topic of cyberbullying. You could start by searching the database for the keywords "cyberbullying" and "teenagers." The results might be overwhelming, so you could then use the filters to narrow them down to articles published in the past five years, or from peer-reviewed journals. Using a database called EBSCOhost. This is a popular database that you might find in a library. First, you would need to search for the database on the library's website and log in with your library account. Once you're in the database, you can search for a topic using keywords, or browse by subject or title. Then, you can select an article to read.

2. You should know how to download or save the information you find in a database.

## **SKILLS FOR PACKAGING AND REPACKAGING INFORMATION**

Information packaging refers to the process of organizing, presenting, and disseminating information in a structured and accessible format. This involves designing the layout, structure, and presentation of information products such as reports, presentations, publications, or digital content to effectively communicate information to a specific audience. Information packaging focuses on creating new informational products or resources.

**Information Repackaging:** Information repackaging, on the other hand, involves taking existing information or content and presenting it in a new or different format. This could

include summarizing, condensing, or adapting existing information for a different audience, purpose, or context. Repackaging may involve transforming information from one medium to another (e.g., converting a print book into an ebook) or restructuring information to highlight different aspects or perspectives.

## **SKILLS**

There are several skills that are important for packaging information.

1. First, you need to be able to organize the information into a clear and logical structure. This could involve using headings, subheadings, and bullet points to make the information easier to follow.
2. Second, you need to be able to use appropriate language and tone when packaging information. This means choosing words and phrases that are clear, concise, and easy to understand.
3. Finally, you need to be able to proofread and edit your work to make sure it is free of errors.
4. Developing the ability to find and use credible, relevant sources is essential for academic success.
5. Ability to analyze and understand the content of existing information sources, including books, articles, reports, or other documents. This involves identifying key themes, concepts, and information that are relevant to the repackaging task.
6. Audience Analysis: Understanding the needs, preferences, and characteristics of the target audience for the repackaged information. Tailoring the presentation format, style, and content to meet the specific requirements and expectations of the intended audience.
7. Information Organization: Organizing and structuring the repackaged information in a logical and coherent manner. Creating clear outlines, hierarchies, or frameworks to facilitate understanding and navigation of the repackaged content.
8. Writing and Communication Skills: Expressing ideas clearly, concisely, and effectively in written or verbal communication. Developing proficiency in writing, editing, and proofreading to ensure clarity, coherence, and accuracy in the repackaged content.
9. Graphic Design and Visual Communication: Incorporating visual elements such as graphics, illustrations, or multimedia components to enhance the presentation and readability of the repackaged information. Basic skills in graphic design software and visual communication principles can be valuable.
10. Digital Literacy: Familiarity with digital tools and technologies for creating, editing, and formatting digital content. Proficiency in word processing software, presentation tools, graphic design applications, or content management systems may be necessary depending on the repackaging task.
11. Copyright and Intellectual Property: Understanding copyright laws, licensing agreements, and intellectual property rights related to the use and repackaging of existing information. Ensuring compliance with copyright regulations and obtaining necessary permissions when repackaging copyrighted materials

12. Project Management: Planning, organizing, and managing the repackaging process from inception to completion. Setting realistic goals, establishing timelines, and coordinating tasks effectively to ensure the successful execution of the repackaging project.

## **SKILLS NEEDED FOR CURRENT AWARENESS SERVICE**

1. Technology Proficiency: Familiarity with technology tools and platforms for delivering current awareness services, such as email newsletters, RSS feeds, social media, or content management systems. Stay updated on emerging technologies and trends in information dissemination.
2. Collaboration and Networking: Collaborate with colleagues, subject specialists, and external partners to gather and share information resources and updates. Build relationships with content providers, publishers, and experts to enhance the breadth and depth of current awareness services.